

DO NOT SEAL  
NO staples, rubber bands, paper clips, or foam

# Teacher Return Envelope

## Directions

- ☐ On the outside of the envelope, print the teacher name and the number of completed student answer documents included.
- ☐ Place the *Teacher Identification Sheet* on top of the completed student answer documents and put them in the envelope.
- ☐ Make sure the district and school name show through the window.
- ☐ Do not seal the envelope.
- ☐ Return to your School MI-Access Coordinator.

- ☐ **Special Handling: word-processed documents enclosed**  
(See the *Coordinator and Assessment Administrator Manual* for details.)

Make sure the district and school name on the  
*Teacher Identification Sheet* show through the window.

## Teacher Return Envelope

Teacher Name: \_\_\_\_\_

No. of completed  
student answer documents:

This number should match the numbers on  
the Teacher and School Identification Sheets.



Please contact your  
School MI-Access Coordinator  
with any questions.

Do you have any  
word-processed  
documents?

☐ YES

(If YES, check "Special  
Handling" box on left)

☐ NO

**MI-Access Hotline**  
**(888) 382-4246**

**E-mail: [mi-access@QuestarAI.com](mailto:mi-access@QuestarAI.com)**



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